



FACULTY OF ARCHITECTURE, DESIGN & FINE ARTS 2022

Internship Policy

During the internship, the students encounter with the professionals and real life tasks, so they have a better chance to prepare themselves for the profession and decide on their future of professional life. **At the end of the 26 working days of internship, which is performed after the 2nd and 3rd year of the bachelor studies, the students will write a report and design one A1 poster(digital) about their internship where they summarize every steps of their internship experience.** The internship report and poster of the student is then judged by the internship evaluation committee.

How to Choose a Company

The company at which internship can be performed must have:

- **Architecture Department:** At least one Architect.
- **Interior Design Department:** At least one Interior Designer.
- **Graphic Design Department:** At least one Graphic Designer.
- **Painting Department:** At least one Artist.
- **Plastic Arts Department:** At least one Artist.
- **Visual Arts Department:** At least one Artist.

Purpose of Internship

ARCH-ARC 300

Off campus study gives an opportunity to students to demonstrate the interrelationship between theoretical principles of architecture as a profession and their application in practice. The goal of the first internship is to provide effective professional preparation for students through field experience. The cooperative relationship between the business and academic learning should be enhanced. The student intern is responsible to keep a journal/diary of their daily experience. The internship is usually scheduled in summer for duration of twenty six (26) working days. The purpose of this assignment is to initiate the student into an awareness of professional firms and to provide an overview of on-site learning.

ARCH-ARC 400

The internship program is designed to expose students to a collaborative, professional office environment and a team of experienced design professionals. The goal of the second Internship is to provide effective professional preparation for students through office experience. The cooperative relationship between the business and academic learning should be enhanced. Students will be exposed to both the creative and business environment. Assignments will vary and include project research, site visits, sketching, computer production, design reviews, and assisting on marketing proposals. The student intern is responsible to keep a journal/diary of their daily experience. The internship is usually scheduled in summer for duration of twenty six (26) working days. The purpose of this assignment is to initiate the student into an awareness of professional firms and to provide an overview of office culture.

IDES-INT 300

Off campus study gives an opportunity to students to demonstrate the interrelationship between theoretical principles of interior architecture as a profession and their application in practice. The goal of the first internship is to provide effective professional preparation for students through field experience. The cooperative relationship between the business and academic learning should be enhanced. The student intern is responsible to keep a journal/diary of their daily experience. The internship is usually scheduled in summer for duration of twenty six (26) working days. The purpose of this assignment is to initiate the student into an awareness of professional firms and to provide an overview of on-site learning.

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GRAD-GRA 300

A field based learning is an opportunity for professional work experience outside the classroom. Students choose full time work in an area of specific interest as a link to the professional world of Graphic Design.

GRAD- GRA 400

Students are required to pursue an internship with a logical Graphic Design firm, whose work is directly related to that student's intended area of professional concentration. Interns will observe and participate in all office procedures permitted by their place of internship. Students with prior documented work experience in the field may be granted an exception from the internship requirement, with the approval of the Graphic Design Program Director.

ART 300

This program involves visiting of a designated professional environment for a designated period of time. During this time the student is required to observe processes involved in the discovery and development of artistic sensibilities and register them for study.

ART 400

This program proceeds ART 300 where the students are familiarized with artistic engagements in their chosen area and subsequently demonstrate their understanding within self-directed projects as agreed with their supervisor.

PA 300

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PA 400

This program proceeds ART 300 where the students are familiarized themselves with artistic engagements in their chosen area them demonstrate their understanding within self-directed projects as agreed with their supervisor.

Eligibility to Perform Internship

To be eligible for internship and its evaluation each student has to satisfy the following conditions:

Students cannot start their internship before completing 1st year.

- a. For ARCH300/ ARC300/ IDES300/ INT300/ GRAD300/ GRA300/ ART300, students may start their internship at the end of 1st academic year.
- b. For ARCH400/ ARC 400/ IDES400/ INT400/ GRAD400/ GRA400/ ART400, students may start their internship at the end of 2nd academic year. **Students must present their copy of transcript in order to confirm that they have passed the first stage of internship.**

How to Apply for Internship

1. Every student has to enrol on faculty Internship E-learning page, to be able to get all the information and files. Announcements will be posted on this site too.
2. Every student has to download the internship log book from Internship E-learning site. After completion of internship, filled in and approved log book (scanned), digital copy of A1 posters should be **submitted** to Department's Internship Coordinator via E-learning.

How to Fill Internship Log Book **READ CAREFULLY!**

1. The intership is minimum **26 working days** and it is compulsory for graduation.
2. Students can divide their internship in two, and that has to be between the same semesters (during summer time).

3. After completing the internship, the student must submit the following documents:
 - **Log Book (digital format)** : This should summarize the learning outcomes of their experience. The logbook should be submitted **stamped and signed by the company**.
 - **Poster A1 (digital format)**
(which includes A1 poster in digital format, photographs, plans, specifications, detailed analysis and etc. to support his or her internship report),
4. Copy of transcript to confirm the completion of 300(first stage of internship).
5. The assessment form Page 2, 3, 17 and 18 should be **completed, stamped and signed by the company manager/ supervisor** at the end of the internship period.
6. Student has to **mark the department and internship code on the 1st page.**
7. Log book has to be in **English**. If student submit the log book in any other languages, s(he) or she will be failed from internship.
8. In the logbook, each date should provide a daily report in **hand writing** by the intern.

Announcement of the Results and Objection to Internship

1. Each student who is about to start internship should obtain a “Internship Log Book.” In this log book general information on internship and the necessary forms are given. The student should keep a daily record for all the work s(he) performed according to the department internship programme requirements during the internship period
2. After completion, these records should be put together in the log book accordance to the “Intership Policy.”
The student should submit the report and all the required files to the internship evaluation coordinator within one month of the following semester as stamped, sealed and signed envelope. The results will be announced within 1 month following the of deadline submissions of the log books.
3. Objection to the grade shall be made in written format to the department head after the date of results announced.
4. If the **students failed from the internship before**, s(he) **cannot perform the internship at the same company once again**. If internship repetition is performed at the same company, the internship will not be evaluated.